## UTAH CTE SKILL CERTIFICATE PROGRAM BUSINESS EDUCATION

## SUMMARY SCORE SHEET (REQUIRED) (2005 - 2006)

WORD PROCESSING BASICS TEST #260

I verify that this is an accurate record of student performance.	Date	= <b></b>	Pe	eriod Sch	ool		
Teacher Signature	Tea	cher Na	me (Print)				
(The teacher and the school CTE Testing Coordinator must keep copi	es of th	is sheet	on file at the sch	ool for TWO years.)			
Indicate student achievement for each performance standard.			State Core Standards for Word Processing Basics—Performance Component				
(This score sheet corresponds with the optional <i>Performance Skills Evaluation Checklist</i> .) A minimum score of 3 for <u>each</u> performance must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency within each standard and its supporting objectives.	oid the student chieve a score of	3 or 4 for every skill standard? Circle Yes or No.	01— Keyboarding	02— Basic Word Processing Functions	03 — Editing	04 — Document Formatting	05— Business Documents
Student Name			4 = Higr	nly Skilled 3 = Mode	rately Skilled 2 =	Limited Skill 1 = N	lot Skilled
	Υ	N					
	Y	N					
	Y	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Y	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Y	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Υ	N					
	Y	N					
	Y	N					
	V	N.					